

DEPARTMENT OF THE ARMY
US ARMY GARRISON FORT BELVOIR
Fort Belvoir, Virginia 22060-5928

FB Regulation 210-28

28 March 2003

INSTALLATION
FORT BELVOIR HOUSING RESIDENTS

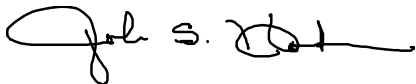
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History. This is a new regulation.

Summary. This publication establishes procedures and provides guidance for the Fort Belvoir housing residents.

Applicability. This regulation applies to all occupants of housing on Fort Belvoir.

Suggested improvements. The proponent of this regulation is the Directorate of Housing, U.S. Army Garrison, Fort Belvoir. Users are invited to send comments and suggested improvements on DA Form 2028, Recommended Changes to Publications and Blank Forms, to Directorate of Housing, 9430 Jackson Loop, Suite 107, Fort Belvoir, Virginia 22060-5130.

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Chapter 1

General

1-1. Introduction

a. Fort Belvoir is not only a military installation, but also a military family community with many residents. As such, rules and regulations are established in order to enhance cohesive living throughout the community. Consequently, everyone will be better able to enjoy their own home and installation community areas on the installation.

b. The Garrison Commander has charged his staff to establish rules and regulations for the use of Fort Belvoir Army Family Housing and surrounding areas. Under the administration of the Directorate of Housing the guidelines set forth in this housing regulation are to be adhered to as a condition of occupancy. The Directorate of Housing is also charged with the responsibility to establish, administer and enforce standards and restrictions for the housing areas, as well as approves, disapprove, or modify various applications submitted by residents. Additionally, the Directorate of Housing is also responsible for monitoring compliance with the standards set forth in this regulation. In addition, the Garrison Commander has instituted the Block and Area Coordinator Program and the Mayoral Program to assist in this endeavor.

1-2. References

a. AR 210-50, Installations Housing Management, 26 Feb 99

b. AR 608-10, Personal Affairs, Child Development Services, 15 Jul 97

c. AR 27-20, Legal Services, Claims, 14 Nov 02

d. FB 210-12, Mayoral Program, 17 Feb 00

e. FB 40-905, Animal Control, 15 Feb 00

f. FB 190-2, Motor Vehicle and Firearms Control,
23 Oct 98

g. FB 190-5, Military Vehicle Traffic Supervision, 30
Dec 02

1-3. General Policies

a. Privilege of Occupying Quarters. Government quarters are provided as a privilege to military members and their families. The government is not obligated to provide government quarters; if the privilege is abused, occupancy may be terminated by order of the Garrison Commander.

b. Authority of Sponsor. To eliminate misunderstanding, requests pertaining to exceptions to policy and procedures in the regulation should normally be submitted by the sponsor through their chain of command and endorsed by a field grade officer within that chain of command. However, the sponsor's spouse may sign for or terminate quarters or sign for appliances without a power of attorney.

1-4. Responsibilities

a. The Village Mayor, Building, Block and Area Coordinators. The village Mayor, an elected volunteer, is tasked to assist the Garrison Commander as a communication link between the community and the command to identify, assess, and resolve problems that affect the morale of the community. Building, block and area coordinators are officially appointed by the Garrison Commander and tasked to assist the housing manager in matters such as compliance with regulations, maintenance within the housing areas, and resolving neighborhood or individual occupant disputes. FB Reg 210-12 further delineates the responsibilities of individuals occupying these positions.

a. Unit Commanders. Unit commanders have the following responsibilities to ensure that all personnel assigned to family quarters on Fort Belvoir:

(1) Do not receive basic allowance for housing (BAH) while assigned.

(1) Notify the Housing Manager promptly when it is known that a family sponsor becomes ineligible for family quarters by reason of absent without leave (AWOL), confinement, discharge, departure of dependents, retirement or any other pending orders or actions which will require eventual termination of quarters assignment. Conduct appropriate investigation of complaints involving assigned personnel in family quarters and initiate appropriate action to include assisting Family Housing Inspection Section with sanitation inspections.

(2) Agree to assume responsibility for the conduct of quarters clearance (to include full cleaning) for families of absent sponsors when recommending approval for a family to remain temporarily in family quarters.

(3) Ensure that all family of military sponsors properly clear family quarters at the Housing Division prior to departing (clearing) the installation. This includes obtaining the Housing Division stamp on clearance documents.

(4) Endorse with comment all requests for exception to housing policies, to include those stated in this regulation. Requests for exception to policy require the endorsement of a field grade commander.

(5) Endorse all requests to appeal a Letter of Termination, signed by a field grade commander within the chain of command.

1-5. Conditions of Occupancy for Military Family Housing

The resident will use the premises solely as a single-family residence for the military sponsor and qualified family members. Use of the unit for any other purpose, including shelter of any additional persons, except temporary guests, is prohibited without written consent of the housing representative.

A copy of this regulation is provided to each newly assigned resident at the time of application for family housing. A signature of sponsor and spouse, when applicable, is required on the cover letter of this regulation upon acceptance of quarters. Signature indicates

that the military sponsor and/or spouse has read this regulation and understands all the conditions and guidelines set forth in this regulation and that they will be adhered to.

1-6. Self-Help Class Attendance

Attendance at the assigned self-help class is mandatory as a condition of occupancy of family housing on Fort Belvoir. Sponsor, spouse or both may attend. Classes are held at the Self-Help Store, located in building 1108, 6034 16th Street, Fort Belvoir. Use of any equipment or supplies issued at the Self-Help Store is not permitted without proof of attendance to the class.

Chapter 2

Family Quarters Assignment Policy

2-1. Purpose

This chapter provides policies and procedures for the allocation, assignment and occupancy of family quarters on Fort Belvoir, Virginia.

2-2. Policy and Procedures

a. Eligibility. To be eligible to apply for government family quarters at Fort Belvoir, the military sponsor, with accompanying family members must be on assignment orders to an installation within the Greater Washington DC Metropolitan Area which includes military installations listed below and the area within a one-hour commuting distance of Fort Belvoir.

Fort Belvoir
Fort McNair
Fort Myer

Fort Detrick
Fort Meade
Walter Reed Medical Center

b. Application. Application must be made within 30 days after signing in for duty, regardless of the sponsor's desire to live on or off-post. Eligibility date for placement on the waiting list will be in accordance with AR 210-50, paragraph 3-9. Service members who are already housed on Fort Belvoir and subsequently receive permanent change of station orders to another military installation within the Greater Washington DC Metropolitan Area are eligible to apply for family quarters at the installation of their choice regardless of new duty station or place of work. However, this move will be at the service member's expense unless otherwise directed by the Joint Federal Travel Regulation (JFTR).

c. Management. The DynCorp Family Housing Office, under the guidance, of the Directorate of Housing, will manage all housing assignment and termination procedures in accordance with AR 210-50.

(1) Army personnel who are eligible for family quarters under the provisions of AR 210-50 and are assigned or attached for duty within the Greater Washington DC Metropolitan Area may apply for and be assigned family quarters at Fort Belvoir as Priority 2. Priorities are outlined in AR 210-50.

(2) Qualifying military members who are assigned or attached to Fort Belvoir will be placed on the appropriate Fort Belvoir housing waiting list as Priority 2.

(3) Members of other services who are assigned for duty in the Greater Washington, DC Metropolitan Area, other than Fort Belvoir, may apply for and be assigned family quarters at Fort Belvoir. Those qualifying military members will be placed on the Fort Belvoir housing waiting list as Priority 3.

d. Key and Essential Positions. The Garrison Commander establishes the designation of key and essential positions. Incumbents of key and essential positions must reside in family quarters due to mission requirements. Their duties are such that their immediate availability on the installation is needed beyond normal working hours or during inclement weather. Incumbents of key and essential positions will be placed on the waiting list as a Priority.

These positions will be kept to a minimum to ensure housing equity for all soldiers. Requests for positions to be considered key and essential are submitted through the Fort Belvoir Garrison Commander to the Commander, Military District of Washington (MDW) for approval. When positions are designated as key and essential, the incumbent is required to reside on the installation. When an incumbent does not occupy government family quarters, it negates the need for the position to retain the designation. A list of key and essential positions is updated annually and can be obtained from the Directorate of Housing, Housing Office.

e. Designated Quarters. The Garrison Commander designates housing for occupancy by personnel in various pay grade groups and may also designate specific dwelling units for assignment to incumbents of specific duty positions. Requests for positions to be considered for designated quarters are submitted through the Fort Belvoir Garrison Commander to the Commander, Military District of Washington (MDW) for approval. A listing of these specific designations is updated annually and can be obtained from the Directorate of Housing, Housing Office.

f. Waiting Lists. The DynCorp Family Housing Office, under the guidance of the Directorate of Housing, Housing Division will maintain all waiting lists in accordance with AR 210-50, paragraph 3-8.

g. Adequacy Standards. In accordance with AR 210-50, paragraph 4-3, all family quarters on Fort Belvoir meet minimum adequacy standards, therefore, non-acceptance of quarters due to excessive furniture or large items (wall units, pianos, king/queen size beds, etc.) is not an acceptable reason for declination. The housing office does provide authorization for non-temporary storage of excessive items at government expense.

h. Unaccompanied Pregnant Military Members. The unaccompanied pregnant military member is authorized to compete on the waiting list with other eligible members when confirmed by medical authority, but will not be considered for assignment to family quarters prior to the 28th week of pregnancy. If, at the 28th week of pregnancy the military member is at the top of the waiting list, and family quarters is not available, she will be referred to off-post quarters.

Chapter 3

Care of Quarters

Section I

General

3-1. Purpose

This chapter outlines the level of maintenance expected of residents in order to protect the Government's capital investment and to prevent unnecessary operating costs to the Government. It provides guidance on operating and maintaining family housing facilities. Sponsors and spouses are responsible for to maintain the quarters and its immediate surrounding grounds, up to but normally no more than 50 feet from the structure of the quarters. For multi-dwelling units, the area of responsibility is half the distance between the shared grounds of the units. Upon assignment to the quarters, the Housing Inspector will identify areas of responsibility.

3-2. Property Condition

The housing authority and resident will inspect the property, and both parties will agree that the property is in a fit and habitable condition, except for those damages or malfunctions itemized in writing on the FB (HQ) Form 109 (Hand Receipt and Condition Report for Government Quarters). See appendix B. The housing authority and the resident will retain copies of this report. Any additional items noted by the resident must be submitted in writing and received by the housing authority within 15 days of occupancy. If additional items are not received by the housing authority within the 15-day period, the housing authority will consider the property to be in acceptable condition and suitable for occupancy.

3-3. Normal Wear and Tear

Repairs or replacement of equipment provided due to normal wear and tear will also be at the expense of the housing authority. Except as otherwise provided herein, the housing authority will maintain the property in good repair and habitable condition and will be responsible for all repairs not due to the abuse or negligence of the resident, their dependents or guests during their occupancy.

3-4. Occupant Responsibilities

Residents are to maintain interior and exterior of assigned housing units in proper condition and free of health, fire and safety hazards. If maintenance required is beyond the occupant's self-help capabilities, he or she is required to submit a service order.

3-5. Occupant Pecuniary Liability

a. All military members will be required to sign a notice of liability for damages upon assignment to quarters. This notice explains that a military member can be held pecuniarily liable when government quarters, equipment or appliances are lost, damaged or destroyed as a result of occupant negligence. The Army has limited the military member's liability to an amount equal to one month's basic pay, unless the damage or loss is caused by gross neglect or willful misconduct by either the military member, family member or guest; in such a case, liability will be for the full amount of the damage or loss. It is highly recommended that occupants obtain renter's insurance.

b. Special rules for housing-related reports of survey permit commanders to waive claims for damage or loss when such is found to be in the best interest of the United States. This waiver authority is similar to forgiveness of the debt. If a sponsor or spouse requests a waiver and fails to get it, he or she can appeal the matter through report of survey channels. If unsuccessful, the service member or sponsor can seek redress through the Army Board for Correction of Military Records.

Section II

Maintenance and Repair

3-6. Service Orders

The Service Order Desk hours of operation are 0730 - 2200 daily. After 2200 the phone is forwarded to the Fire Department who will answer the phone and summon the proper technician. If at any time requests are not responded to in a timely manner or the work performed is not satisfactory, the service member or spouse may also call the customer service representative who will assist in resolving any problems. Contact the DynCorp Work Control at

(703) 806-3109 for scheduling repairs, inquiries and callbacks, the DynCorp Operations Manager at (703) 806-4804 for problems not resolved by the work control clerks, or the Directorate of Housing customer service representative at (703) 805-3040 for further assistance.

a. Repair Priorities.

(1) Emergency. Emergency work takes priority over all other work and requires immediate action, including overtime or diverting craftsmen from other jobs if necessary to cover the emergency. Work will be classified as an emergency when it consists of correcting failures/problems that constitute an immediate danger to life, health, mission, security, or property. Examples include: overflowing drains, broken water or steam pipes, gas leaks, major utilities service failures, broken electrical components which may cause fire or shock, stopped up commodes (when only one available for use), and accidental lock-in of small children. Response time to emergency work is ½ hour during duty hours and 2 hours after duty hours. Once started, work will continue until completed, unless a needed component or part is not available. In all cases, the cause of the emergency will be corrected to the maximum extent possible.

(2) Urgent. Urgent work is required to correct a condition that could become an emergency, could seriously affect morale, or has command emphasis. Examples include: heating and warm water supply outages, air conditioning system failures, or functional failure of ranges and refrigerators. As a general rule, every effort will be made to accomplish all urgent work within two working days of receipt of the request. Actual response times for urgent work may vary depending upon availability of craftsmen, relative urgency and time of request, (i.e., weekend, night time, duty hours, etc.). However, the times strived for and generally met, are two hours response time during duty hours and 8 hours after duty hours due to workload and available craftsmen.

(3) Routine. All work that does not meet the criteria established for emergency or urgent. This category covers required work which if not accomplished would only continue as an inconvenience or unsightly condition. Work in this

category will normally be accomplished on a first-come first-served basis. Every effort will be made to respond to and complete routine work within 30 days.

b. Maintenance or Repair Work Requirements. Maintenance or repair work of any nature in family quarters requires an adult to be present while the craftsman or technician performs the required service. If an adult family member cannot be present, a friend or neighbor can admit the craftsman or technician and remain in the quarters until completion of the service.

c. Appointments. Making appointments for maintenance or repair work is an option. Residents are encouraged to call the Service Order Desk to schedule necessary repairs, when possible.

3-7. Interior Maintenance

a. Broken or unserviceable housing components are immediately repaired either through self-help or submittal of a service order.

b. Structural damages such as water leaks, cracked walls, etc., are reported immediately to the Service Order department for repairs.

c. Written permission must be requested and received prior to starting any alteration or modification to the quarters. This includes but is not limited to modifications of electrical, plumbing, lighting systems, painting, wallpapering, stenciling, telephone and cable systems. Should changes to the wall surface be made, it is required to be returned to the original condition.

d. Nail hangers or screws may be used to mount pictures and curtain rods. Government provided curtain rods or blinds will not be removed.

3-8. Exterior Maintenance

a. Lawns will be cut, edged, raked, policed and maintained to meet acceptable community standards. Height of grass will be kept between 3 and 4 inches.

b. Watering of lawns is encouraged, however, prudence must be exercised to ensure there is no waste of utilities or damage to property. Recommended hours for watering are between 0600 and 1000.

c. Bushes, shrubs, and trees will be properly maintained and trimmed.

d. Vines are not allowed to grow on buildings, trees or poles.

e. Trash containers will be covered and stored at the designated location, or an area away from open view. Containers may be put out for pick-up no earlier than the evening prior to the scheduled pick-up day and must be removed from the curb and returned to storage area after pick up, no later than the next day.

f. Bulk items will not stored outside the quarters or at the curb except the evening prior to the scheduled pick-up day.

g. Driveways and sidewalks will be free of oil stains marks and writing, and ice and snow will be promptly removed after a storm.

h. Occupant-installed swings, sand boxes, play houses, satellite dish antenna, and like items will be requested in writing through the Family Housing Office. Play equipment will be placed behind the quarters so as not to be visible from the road in front of the quarters. Satellite dishes will **NOT** be affixed to government structures.

i. Trees and utility poles will not be used to install dog runs, signs, hammocks, basketball goals and like items.

j. Toys and lawn equipment and like items will be stored out of sight and properly secured in assigned storage area when not in use.

k. No holes will be made in any type of exterior siding or over-hang, and nothing will be fastened to the exterior of the housing unit or storage shed. This includes signs, flag poles, bicycle racks/hooks, plant holders/hooks, hose racks, antennas, satellite dish antenna, basketball goals, dog runs, and like items.

l. Barbeque (BBQ) grills will be maintained at least 10 feet from any structure when in use and will be cleaned after each use to ensure safety.

m. Trash or debris will not be allowed to accumulate or be stored in a visible location of the quarters. Construction materials for self-help projects should be neatly stored in an unobtrusive location.

n. The use of any extension cords must meet current post fire safety codes and Occupational Safety and Health Administration (OSHA) standards.

o. Exterior painting of quarters is not authorized.

3-9. Alterations

a. Permission. Written permission utilizing FB (HO) FL 18, Request For Alteration/Addition To Quarters, (Appendix B) must be requested and received prior to starting any alteration or modification to the grounds. This includes, but is not limited to modifications to the landscaping, patios and walkways, fencing, or installing flower or vegetable gardens. Areas used as vegetable gardens must be returned to its original condition prior to termination of quarters.

b. Fences and Storage Sheds. Requests for construction of fences and or sheds in the family housing areas, where authorized, will be submitted in writing and approved by the Housing Division before construction begins. Fences and sheds are not permitted where Government fences and storage sheds are provided. Construction of storage sheds is permitted only in Jadwin (T-400 area) and Gerber Villages. Only one storage shed per dwelling unit is authorized. Fences and sheds will be located in the rear of the quarters and maintained in a good state of repair. Specifications and request forms for fences and sheds are available at the Family Housing Office, Building 213, 5815 20th Street, Fort Belvoir. The occupant will remove all occupant-owned fences and sheds and the area returned to its original condition prior to termination of the quarters.

c. Construction of Sheds. Shed construction criteria is as follows:

Maximum size: 8' x 10' x 8' center height
Style: Gable roof

Material type: Wood, metal or vinyl

Color: Light, neutral color to blend with gable color on quarters

Sheds must be erected square with the quarters, foundation level and sides plumb

3-10. Self-Help

a. Use of Self-Help Store. Upon assignment to family housing and attendance at the Self Help class, sponsors and family members are authorized to use the Self-Help Store, located in Building 1108, 6024 16th Street, Fort Belvoir. The hours of operation are 0800-1800 on weekdays, during the period 1 May - 31 August, and 0900-1730, 1 September - 30 April and 0800-1500 on weekends. The phone number is (703) 805-3519. Additionally, in order to minimize the spread of viruses and breeding of insects, the Self-Help Store also provides various pesticides for use by family housing residents. Instruction on use of these products is provided during the self-help class, which must be attended before the pesticides can be issued.

b. Occupant Responsibility. Family housing occupants are responsible for routine maintenance and minor repairs as mentioned earlier, as well as housekeeping, to include government-owned equipment and furnishings. Responsibilities of the occupant during occupancy and upon termination include the following:

(1) Call in a service order for repair of broken windows. A military police report must be filed for investigation if broken window was caused by other than occupant abuse or neglect; otherwise occupant will be held liable and charged for costs associated with repair.

(2) Clean interior surfaces of windows and those exterior surfaces readily accessible from the ground or which may be done in a safe manner.

(3) Clean carports, garages, storage spaces, storage sheds, porches, steps, walks and driveways, including snow removal.

(4) Clean interior walls, woodwork and other surfaces.

(5) Clean and wax floors. Tile and sheet vinyl - do not use abrasive cleaner. Wash with mild soap or a "no-rinse" floor cleaner. Apply a thin coat of wax when needed. Extreme caution should be exercised when removing heel marks. Hardwood floors - use wax intended for hardwood only. Floors will not be stripped. Hardwood floors may be cleaned with a slightly damp mop (excess water can damage wooden floors).

(6) Clean the lighting fixtures and globes.

(7) Clean stoves, refrigerators, dishwashers, ovens, exhaust fans, sinks, tubs, plumbing fixtures, and other household and installed equipment, including drip pans.

(8) Replace burned out light bulbs. Appliance bulbs are provided at the Self-Help Store.

(9) Change heating and air conditioning filters to ensure maximum efficiency of the system. Filters are provided at the Self-Help Store and should be changed at least semi-annually, but not more often than monthly.

(10) Replace batteries in smoke detectors and thermostats. Batteries are furnished at the Self-Help Store.

(11) Items checked out of Self-Help Store must be returned on or before specified date. Resident may be charged the cost of item if not returned on time.

c. Termination of Quarters. Upon termination of quarters, dwelling units are expected to be returned in a clean, orderly, undamaged condition, (except for normal wear and tear). Dwelling unit standards and expectations are established by this regulation. Enforcement of this regulation will be accomplished through Family Housing inspectors who conduct joint inspections with occupants to ensure these standards are met. Inspectors, along with other housing staff members have the authority to issue deficiency reports when violations are cited.

3-11. Prevention of Freezing Pipes

Please refer to Appendix G for tips on prevention of freezing pipes.

3-12. Ice and Snow Removal

Remove snow and ice from all exit steps and sidewalks leading from the quarters to the common use sidewalk up to 50 feet. Items such as shovels for the use of snow removal can be obtained on a temporary basis at the Self-Help Store. Sand and salt for use on sidewalks, driveways and parking spaces can also be obtained at the Self-Help Store; however, residents are required to supply their own container. The Self-Help Store is located at Building 1108, 6034 16th Street, Fort Belvoir. Sand and salt can be obtained from the maintenance contractor yard adjacent to Building 1113, 6020 20th Street, Fort Belvoir.

3-13. Key Control and Lockouts

a. Key Control. Keys for each exterior door are provided at the assignment check-in inspection. It is the occupant's responsibility to obtain any additional keys required from the Housing Office. Replacement keys are to be made prior to termination inspection. An annotation will be made to housing records to ensure all keys are turned in upon termination.

b. Lockouts. In the event of a lockout during normal duty hours, occupants may report to the family housing office, Building 213, 5815 20th Street, Fort Belvoir, telephone (703) 805-2587/2669 to obtain keys. After duty hours as service order ((703) 806-3109) may be submitted to gain entrance to quarters, provided proper identification is produced.

3-14. Deficiency Reports

a. A FB(HO)Form 33 (Deficiency Report) (Appendix B) is utilized to identify violations in the upkeep of the quarters and grounds. The form is completed in triplicate, where the first copy is provided to the resident in violation, the second provided to the Fort Belvoir Garrison Commander for information purpose and the third is placed in the quarters' folder at the Family Housing office.

b. The deficiency report will state the particular violation(s) and provide a timeframe for corrective action to be taken before re-inspection.

c. Upon re-inspection of the quarters or grounds, if violations have not been adequately corrected, this may be grounds for termination of quarters by order of the Fort Belvoir Garrison Commander.

3-15. Letter of Termination

a. Issuance. A Letter of Termination may be issued to residents who fail to comply with any of the provisions of this regulation or AR 210-50. The Garrison Commander may at his discretion issue a Letter of Warning based on the failure of a housing occupant to correct violations cited in deficiency reports; housing deficiencies brought to the attention of the Fort Belvoir Garrison Commander's office; and misconduct committed by housing occupants, family members and guests. A copy of the Warning Letter will be provided to the soldier's commander.

b. Process. The Letter of Termination will be issued through the sponsor's chain of command, state the infraction, the date of expected termination directed by the Fort Belvoir Garrison Commander and instructions for the sponsor to contact the Family Housing Office, Building 213, 5815 20th Street, Fort Belvoir, to set appointments for termination of the quarters as outlined in Chapter 4 of this regulation.

c. Appeal. Residents may appeal the Letter of Termination through their chain of command, to the Fort Belvoir Garrison Commander.

Chapter 4

Terminating Quarters

Section I

4-1. Policy

AR 210-50, Family Housing Management. It is the responsibility of the Fort Belvoir Garrison Commander to maintain order on the installation. The Garrison Commander, therefore, has the authority to terminate the quarters of those personnel or dependents who fail to obey the rules set forth in this and other referenced regulations. Vandalism, assault, drug use, possession or sale of drugs and other infractions could result in the termination of quarters. It is crucial that all personnel and dependents assigned to quarters on Fort Belvoir obey its regulations, report abuses of its regulations, and consult the Housing Office, their local mayor or block/area coordinator to clarify any confusion about the rights and responsibilities of Fort Belvoir's residents.

a. Family quarters may be terminated under the following conditions:

(1) Prior to retirement or separation of the sponsor, unless an approved exception to policy to retain quarters is obtained. In such cases, arrangements will be made in advance for rental payments. These requests, when granted, will not exceed 90 days. Requests for exception to policy will be submitted through the chain of command to Chief, Housing Division.

(2) Prior to permanent change of station (PCS) of the sponsor, unless PCS orders authorize retention of the quarters under deferred travel or due to dependent restricted tour. In each of these cases, the sponsor must submit a request through their chain of command to the Chief, Housing Division.

(3) When sponsor and family members no longer permanently reside in joint domicile, quarters will be terminated no later than 30 days after sponsor or family members have departed, whichever is sooner.

(4) Due to misconduct of sponsor and/or family members including failure to control pets, and failure to maintain the quarters and grounds in the manner specified in this regulation, quarters may be terminated with a 30 days notice or as directed by the Garrison Commander.

(5) If the sponsor otherwise becomes ineligible to occupy quarters, quarters will be terminated no later than 30 days after the sponsor becomes ineligible.

b. Sponsors may request termination of quarters to move to community (off-post) quarters. The movement of household goods will be at the expense of the sponsor unless the move is determined to be for the convenience of the government.

c. Sponsors who have received retirement orders may request a courtesy move at government expense to the local area if the request to move is within six months prior to or after the retirement date. Requests will not be considered without a copy of retirement orders.

d. Family or sponsors who qualify for a change in quarters due to a change in their military status or in the size of their family, may submit a new application for appropriate quarters in accordance with assignment policies outlined in Chapter 3, AR 210-50 and chapter 2 of this regulation. When relocating from one set of government quarters to another set of government quarters, the Housing Office will allow five working days from the date of assignment to the "new" unit to have the final inspection on the "old" unit. When the move is at government expense, the assignment date will coincide with the transportation appointment. An amount equal to the daily basic allowance for housing (BAH) will be charged for the "old" unit for each day beyond the five working day allowance when the termination inspection is failed. The Housing Office will prepare a Statement of Charges/Cash Collection Voucher to guarantee payment.

e. Personnel declining to vacate quarters once served a 30-day termination notice may be treated as trespassers on government property. When necessary, household items will be placed in storage at the individual's expense and the individual forcibly evicted.

f. Requests for exceptions to terminating quarters when no longer eligible must be submitted to the Chief, Housing Division through the sponsor's chain of command and must be signed or endorsed by a Field Grade officer or above prior to eligibility expiration. Normally, requests are approved for no more than 60 days upon separation or 90 days upon PCS to prevent undue hardship. Requests to retain quarters until the end of the school year will be determined on a case-by-case basis. Each request will be considered and determined based on current availability of quarters and waiting lists.

g. Retention of government quarters beyond expiration of eligibility is not authorized except for reasons stated above. In unusual or compelling cases of approved retention, a daily amount equal to BAH will be assessed.

4-2. Pre-Termination Inspection

a. Occupants will request a pre-termination inspection no less than 30 days prior to the planned date of quarter's termination. The pre-termination inspection allows the Housing Division to identify maintenance and repair work (self-help and beyond) that will be required prior to final clearance of the quarters. Pre-inspection will be scheduled in person at the housing office located in Building 213, 5815 20th Street, Fort Belvoir. A copy of PCS or separation orders must be provided to the housing office as soon as possible or the move will be directed at the individual's expense.

b. When possible, sponsors should be present at the time of the pre-inspection.

(1) The occupant must accomplish self-help items and initiate service orders for repairs beyond self-help limits at least 10 days prior to the quarter's clearance date. Occupants will allow maintenance personnel to accomplish normal service order work prior to termination of the quarters. Only in unusual cases requiring extensive repairs will the work be scheduled after termination. It is the occupant's responsibility to ensure that all required maintenance and repair requirements are reported and accomplished on a regular basis throughout the period of occupancy rather than wait until time for termination.

(2) A copy of the pre-termination inspection results will be retained by the inspector for use at the final inspection.

(3) Inspectors will instruct the sponsor and/or spouse on requirements for final clearance in accordance with Appendix H of this regulation.

(4) The occupant may hire a cleaning contractor to accomplish required cleaning prior to termination of quarters under the following conditions:

(a) Contracts (FB(HO)Form 64) (Appendix B) are negotiated between the military housing occupant and contractor(s) who have signed agreements to do business in accordance with requirements of the Housing Division. Residents may obtain a list of authorized cleaning contractors at the Family Housing Office in Building 213, 5815 20th Street, Fort Belvoir. The contract is brought to the quarters for the resident's final inspection, referred to as a "damage" inspection. The contract is then completed by the resident and contractor then signed by both parties and inspector. A certified cashier's check or money order in the agreed upon amount is presented to the inspector, to be held in the Housing Office until contractor clears the quarters.

(b) Cleaning standards described in Appendix H apply equally to cleaning performed by the occupant or a contract cleaner. At the pre-termination inspection, the housing inspector will be prepared to advise the occupant of any reduced cleaning standards due to programmed maintenance (normally interior painting or floor refinishing).

4-3. Final Termination Inspection

Final termination inspection with the occupant will be scheduled in accordance with the method the occupant chooses to have the quarters cleaned. Occupants will be required to clear through the Family Housing Self-Help Store prior to the final termination inspection. Quarters that fail an initial final inspection will be re-inspected as soon as scheduling permits. **Upon a second final termination**

inspection failure, the occupant will be automatically terminated and charged for all discrepancies to include cleaning.

a. Quarters - Self-Cleaning. When the **occupant does not choose** to hire a cleaning contractor, the final termination inspection will be used to identify damages, account for government property and to assess cleanliness. The occupant turns all keys over to the inspector after this inspection. If the occupant fails to turn in all keys that were issued, he/she will be charged for all new locks and keys. The occupant will be charged for any damaged or missing items, and then released of responsibility for the quarters. If the occupant passes the final termination inspection with no charges assessed, the housing inspector will issue the termination orders effective the date of the inspection. At the same time all keys are turned over to the inspector. If charges are assessed, the occupant will be instructed to report to the Family Housing Furnishings Branch to render payment. The housing office will issue final termination orders; effective the date financial restitution is accomplished.

b. Quarters - Contractor Cleaning. When the **occupant chooses** to hire a cleaning contractor, the Housing Office will act as the occupant's agent with the cleaning contractor. When a cleaning contract is used, there will be two final termination inspections.

(1) The first final termination inspection, normally referred to as the "damage inspection," is to clear the occupant of any damage to the quarters and account for government property. The occupant must have a copy of the signed cleaning contract with a signed statement by the Chief, Housing Services Branch indicating that the Housing Division has a money order or certified check on hand for payment to the contractor when quarters cleaning has been accomplished. The cleaning contractor must be present at the occupant's final termination (damage) inspection. The occupant will turn over all keys to the housing inspector with the exception of one key to the cleaning contractor.

(a) If the occupant passes the damage termination inspection with no charges assessed, the housing inspector will issue the termination orders effective the date the keys are turned over to the inspector and the cleaning contractor.

(b) If charges are assessed, the occupant will be instructed to report to the Family Housing Furnishings Branch to obtain a cash collection voucher or statement of charges. After financial restitution is accomplished, the housing office will issue final termination orders effective the date the resident clears the "damage" inspection or when financial restitution is accomplished.

(2) A second final termination inspection, to inspect the performance of the cleaning contractor, will be scheduled two working days after the occupant's final termination inspection.

4-4. Discretionary Termination - Misconduct

a. Policy. Residing in family quarters on Fort Belvoir is a privilege that the Garrison Commander may revoke for cause. The military member living in government quarters is responsible for the conduct of his or her family members, guests, and pets. (See also AR 210-50, paragraph 3-19).

b. Grounds for Termination. The Garrison Commander may terminate a service member's quarters based on the provisions of paragraph 3-19, AR 210-50 or for one of more of the following reasons:

(1) A serious offense or act of misconduct which is contrary to morale and welfare of residents at Fort Belvoir and related to residence in quarters by the sponsor, family member or guests.

(2) Repeated violations of this regulation, misuse or illegal use of quarters such as allowing unauthorized persons to reside in family quarters or allowing adverse safety, security, or sanitation conditions to persist after being advised to correct them.

(3) Repeated waste of energy resources (to include utilities).

c. Warning. Normally for minor acts of misconduct or minor violations of this regulation, the sponsor will be given written notice of the misconduct or violation(s), what corrective action is required and that failure to take corrective action or the commission of further violations may result in termination of quarters.

d. Procedures for Termination. The Chief, Housing Division will recommend to the Staff Judge Advocate all discretionary termination of quarters based upon the provisions of this regulation or in accordance with AR 210-50. This action will be closely coordinated with the Staff Judge Advocate and the Garrison Commander. The following items will be included in such action:

(1) Evidence that supports each alleged violation. This may include, military police reports or other criminal or administrative investigations, counseling statements, signed statements of witnesses or inspection reports.

(2) Copies of the deficiency report(s), warning letter(s) or other written notice.

4-5. Failure to Vacate

a. When the occupants of government quarters fail to vacate the quarters on the 31st day after issuance of notice to vacate or upon final inspection, whichever is later, the occupant will be treated as a trespasser on government property. When necessary, the Garrison Commander may direct that the personal property of the occupant be placed in storage at the occupant's expense. The government will take immediate control and possession of the quarters.

b. In the event the occupant abandons the quarters, the occupant will not receive BAH benefits until the quarters have been cleared. If an occupant abandons quarters and subsequently separates from the military service, the Fort Belvoir Family Housing Office will seek financial restitution through appropriate financial channels.

c. Nothing covered in this chapter will be interpreted to preclude recovery under Army regulation or federal law for damage to government quarters or the loss or damage of government furnishings used in connection with such quarters.

4-6. Appeal Process

a. Residents who do not comply with directives set forth in this regulation and are in receipt of a Letter to Terminate quarters signed by the Garrison Commander, may appeal the decision.

b. A memorandum from the sponsor endorsed through the sponsor's chain of command (signed by a field grade officer) to the Garrison Commander is required. The memorandum will state at a minimum, the reason for appeal, and steps taken to correct the deficiencies stated in the Letter of Termination.

Chapter 5

Do's and Don'ts While Occupying Family Housing

5-1. Purpose

This chapter covers the do's and don'ts of living in family housing. It also provides information and guidance on topics not specifically covered in previous chapters, relative to minor maintenance and repair, health, welfare and recreation, as well as helpful hints for care of components within the quarters.

5-2. Refuse (Trash) and Recycling Collection

Mobile trash containers and recycling bins must be placed at the curb the night before or early on the morning of the trash or recycle pick-up day. Containers and bins must be returned to a proper storage area away from open view, the same day after pick-up. Schedule of pick-up days is provided in the rear of this regulation at Appendix C. For replacement of damaged trash containers, please call (703) 806-3766 or recycle bins, call (703) 806-0024. Also located at Appendix C is a copy of the brochure on the Fort Belvoir Recycling Program.

5-3. Spring and Fall Cleanup

a. Fort Belvoir conducts Spring and Fall cleanup on the installation each year as directed by the Garrison Commander. The family housing areas are included in this activity. As such, sponsors or their representatives are required to be available to aid in the cleanup. Dates and times are published in a memorandum provided to residents as well as in the Belvoir Eagle and flyers circulated in each housing area.

b. Areas to be cleaned include individual yards, the common areas in and around each building, curbs, gutters, parking areas, drainage ditches, wooded areas and playgrounds. Vehicles will be available for the removal of trash gathered during the cleanup. Leaves are to be placed at the curb for vacuuming or placed in paper bags to be loaded onto the trucks. Lawn rakes and paper bags are available at the Self-Help Store. Use of plastic bags to gather leaves is prohibited.

5-4. Renter's Insurance

It is recommended that residents purchase renter's insurance in order to protect themselves and their property against losses due to damage, flood, fire, storms and accidents of such manner. Unfortunately, the government does not always cover losses in government quarters. Claims against the government may be filed in cases where the loss was due to a fault or negligence on the part of the government pursuant to Chapter 11, AR 27-20. See Belvoir Eagle article on subject at Appendix I.

5-5. Fire Prevention

a. **All fires must be immediately reported to the Fire Department, telephone (703) 781-1800, regardless of the size or nature of the fire, to include those extinguished unaided. Additionally, the Family Housing Office must be notified, telephone (703) 805-4451/2587/2914.**

b. For additional tips on fire prevention, please refer to Appendix D.

5-6. Smoke Detectors

Ensure government provided smoke detectors are operational at all times. A service order request must be initiated immediately when detector(s) is/are not operating. Battery operated detectors will be checked regularly to ensure they are operable. Batteries can be exchanged at the Self-Help Store on a one-for-one basis.

5-7. Carbon Monoxide (CO) Detectors

Carbon Monoxide detectors are provided only in homes where heating and or cooking appliances utilize natural gas or fuel. The detectors are to be operational at all times. A service order must be submitted immediately when the detector is not operational. They are provided at the Self Help Store if replacement is warranted. Should the CO detector alarm, immediately contact the fire department at (703) 781-1800.

5-8. Waterbeds

Waterbeds are not authorized in government quarters except when approved in writing by Family Housing for medical reasons. Location is limited to the first floor of the quarters only.

5-9. Energy Conservation

Energy conservation is practiced to include turning off all exterior lights during daylight hours and closing storm windows completely during the heating and air conditioning season. Additionally, turning off lights in rooms that are not in use is encouraged. Additional tips are provided in a brochure located at Appendix E.

5-10. Pest Control

Integrated Pest Management (IPM) practices, including proper sanitation, are to be applied by housing residents for the control of common household pests. Pest control items as well as technical brochures and information guides to assist in identification, protection and control of insects and rodents are available in the Self-Help Store located in building 1180, 6034 16th Street.

All pest control items must be used according to label specification. All occupants are required to take measures that will deter the infestation of pests by immediately reporting water leaks, and ensuring food items are not left accessible, etc. If problems persist over a significant period of time without a reduction in pest population, or there are more serious pests requiring professional treatment, residents are required to contact the Service Order Desk.

5-11. Extended Absence

Occupants will notify the family housing office at (703) 805-2914/2669 when quarters will be unoccupied for an extended period of time (5 days or more), e.g., vacations, TDY, etc., so that security checks can be made on the quarters during these periods. Occupants must make arrangements to have grounds maintained during absences. Coordination should be made with the Provost Marshal Office to arrange for period security check under the Housewatch Program.

5-12. Guests in Family Housing

Only sponsors and family members are authorized to reside in quarters. Social visiting is permitted and may not exceed 30 days. If visitation is to exceed 30 days, the Family Housing Office will be notified in writing, stating a time frame for the visit to be approved by the Housing Division. Guests are required to follow the same guidelines of this regulation, as family members while they are on the installation.

5-13. Pets

a. Occupants with pets will comply with Fort Belvoir Regulation 40-905, Animal Control, dated 15 Feb 00. All pets must be registered with the post veterinarian services and have all required licenses and inoculations.

b. Occupants will not maintain or allow to remain in or around the housing area any pet considered feral, farm, or exotic, without written permission from the Garrison Commander. Pets may not run free within the housing

area or in areas where public events are being held (parades, Oktoberfest, etc.); they must be on a leash or under positive voice command. Pets will not be allowed to create a general nuisance in the housing area. General nuisance is defined as: permitting pets to roam unattended; loud and continuous barking or irritating noises; defecating and/or urinating on balconies, common areas, and other occupants' quarters area.

c. Pet owners are responsible for the immediate removal and disposal of all animal waste. Pets will not be outside tethered or fenced if the occupants are not at home to observe the pet. Dogs and cats are restricted to two adult carnivores and one litter under five months of age, e.g., 2 dogs or 2 cats or 1 dog and 1 cat. Additionally, pets are limited to those weighing 75 pounds or under. Breeding of domestic pets for the purpose of profit is prohibited on Fort Belvoir.

d. Failure to comply with Fort Belvoir Regulation 40-905, Animal Control, 15 Feb 00, may result in loss of pet privileges or termination of quarters.

5-14. Noise Ordinance

Discretion is exercised in activities between 2200 and 0800. Those individuals using hallways, stairwells and outside areas during these hours will use every precaution and prudent action to prevent and eliminate unnecessary noise. Discretion is also exercised while operating motor vehicles within the housing areas. Volume on musical equipment is not to exceed a level that causes vibration within the confines of one's home or a neighbor's home.

5-15. Motor Vehicle Parking and Use Restrictions

a. Occupants will comply with Fort Belvoir Regulation 190-5, Military Vehicle Traffic Supervision, 30 Dec 02. Control of parking in these areas is the responsibility of the building, block and area coordinators, who will receive and handle all parking complaints/violations within their area of responsibility.

b. Parking is permitted only on paved areas in assigned parking spaces (Lewis Heights, Dogue Creek, Rossell and Colyer Villages) or non-designated parking spaces in the other housing areas. Parking or driving vehicles including motorcycles on seeded areas, sidewalks, and patios is prohibited.

c. Unregistered or non-operational vehicles are not authorized to be stored in the housing area. Under no circumstances will recreational equipment (campers, trailers, boats, etc.) be parked within the housing area. This equipment will only be parked in the housing area for the purpose of loading or unloading. Vehicles found in violation are subject to removal at the owner's expense.

d. No major vehicle repairs or maintenance may be performed on the property. This restriction extends to painting and the drainage of automotive fluids. Only minor repairs of vehicles are accomplished. Replacing spark plugs, checking timing, changing tires, and washing vehicles are examples of maintenance permitted within the housing area. Any repair or maintenance measure that may allow liquid to be released from the vehicle is prohibited (i.e., bleeding brakes, oil and differential fluid change, etc.). Major repairs to vehicles can be accomplished at the Automotive Craft Shop or AAFES Gas Station located on Fort Belvoir.

e. In accordance with Fort Belvoir's Integrated Natural Resources Management Plan, "Off-Road Vehicles" (ORVs) may not be operated on the installation. ORVs include, but are not limited to All Terrain Vehicles (ATV), Dirt Bikes, Snowmobiles, and Go-Carts. All ORVs are thus prohibited from operation within housing areas.

f. Motorized two wheel scooters such as the "Razor Wheel Scooter" with power motor may not be driven in the streets but may be used on sidewalks as long as the rider has an audible warning device (bell or horn) and does not put small children and other pedestrians in danger. Fort Belvoir policy states that protective equipment, i.e. helmet, kneepads, wrist guards, etc., is required with all "wheeled" recreation equipment.

g. At this time, due to serious environmental and safety issues, Fort Belvoir has no plans to provide any area for use by ORV enthusiasts.

5-16. Lead-Based Paint

Please refer to Appendix F to review the memorandum concerning lead-based paint in family quarters.

5-17. Water Distribution System

a. The Safe Drinking Water Act requires that Fort Belvoir meet all state and federal standards to assure drinking water quality. In accordance with the regulations, the Fort Belvoir Directorate of Installation Support (DIS), Environmental and Natural Resource Division samples and analyzes drinking water in accordance with a Virginia Department of Health approved sampling plan from numerous sample points within the water distribution system. Fort Belvoir's sampling program consists of monthly bacteriological analysis, quarterly chemical analysis, and lead and copper analysis every three years. In addition to water quality monitoring, the DIS and the Base Operations and Maintenance Contractor (DynCorp) perform numerous inspections, upgrades, and repairs to existing infrastructure to assure readily available drinking water at every tap. The most noticeable of the preventive maintenance activities is the annual water main flushing program and disinfectant change, which occurs each spring. During this time, consumers may notice a slightly stronger chlorine odor and taste in their drinking water and ice from icemakers. This change is not harmful and only occurs for a short duration between the months March and May. It is also during this same time period that DynCorp flushes and tests the Installation's fire hydrants. Contact the service order desk if you experience any disruption to icemaker service during the flushes.

b. If you have any additional questions or concerns regarding your drinking water please contact Chief, Environmental and Natural Resource Division, at (703) 806-4007.

5-18. Protection from Window Covering Cord Strangulation

a. On January 1, 1995, domestic manufacturers and importers began production and importation of two-corded mini-blinds with individual tassels on each cord or with a single break-apart tassel. The old inventory has been removed from the Self-Help Store shelves, but there may be some in residents' possession. In January 1997, a voluntary standard requiring the elimination of all loops on mini-blind cords and placement of non-detachable cord tension devices on continuous-loop cords was published. Eliminating the loop in window covering pull cords is an important preventive measure. However, long blind pull cord still pose an entanglement hazard. Many military quarters have the old type window covering cords.

b. Parents with infants are advised to move cribs or beds away from windows with draperies. Any household furniture providing height near a window should be moved once a toddler is able to stand while holding onto furniture. Window cords should always be kept out of reach of children. Parents should also cut the loops of window cords and put on safety tassels. Safety tassels and tie downs may be obtained by calling the Window Covering Safety Council toll free at (800) 506-4636. For additional safety information on window cords, call the Consumer Protection Safety Council (CPSC) Hotline at (800) 638-2772.

5-19. Family Member Employment from Quarters

In accordance with AR 210-7, persons wishing to engage in commercial ventures in family quarters must submit a written request through their chain of command to Chief, Administrative Services Division, Directorate of Community Activities (DCA). This includes but is not limited to childcare, the sale of home or beauty products, the conduct of fund raising events, and music classes. Once approval is granted, specific guidance is provided through DPCA channels.

5-20. Care of Children in Family Quarters

a. Any parent, guardian, baby sitter or other person charged with the care of a child, age eight or less, shall not allow that child to be locked or otherwise confined in family quarters. This includes allowing such child to remain unattended in a yard or playground while the person so charged is absent from the premises, or such child is out of sight of the adult, unless he or she provides a reliable person to remain with the child in order to protect the child from danger, such as fire, scalding, smoke inhalation, suffocation or animals. Children seven years or younger require a 13 year old or older to be responsible or care for them. If the children are eight years or older, a 12 year old or older can be responsible for them. Fort Belvoir residents will comply with Fairfax County guidelines and the State of Virginia laws governing the care of children.

b. An individual who is charged with the care of children under age 18 is required by the Child Neglect Law of Virginia to provide supervision appropriate to the age and development of the child at all times.

c. An individual who is charged with the care of a child age seven or less, shall not allow that child to cross or enter upon a paved thoroughfare unsupervised.

d. Department of Defense (DoD) and Army regulations (AR 608-10) require individuals who provide childcare in their government quarters for more than 10 childcare hours per week on a regular basis to become certified Family Child Care (FCC) providers. Both the "10-hour" and "regular basis" conditions must be met for this requirement to be applied. Children from the same family count as one child. This 10-hour limitation is intended to protect children from being in unregulated childcare settings on an on-going basis. It is intended to be a reasonable parameter that differentiates between occasional neighborly "baby-sitting" and childcare conducted as a business. And it is intended to minimize command liability through risk management. Questions regarding FCC certification may be addressed to the installation Dependent Childcare Services Family Child Care Office.

5-21. Quarters Name Signs

Residents are required to have a name sign on the front of their quarters that displays the rank and last name of the sponsor. Name signs are provided at the Self-Help Store for those who do not currently have them on the quarters. Sponsors who are promoted are required to update the sign accordingly.

RECREATIONAL ACCESSORIES

5-22. Satellite Dishes

Installation of satellite dish systems will be requested in writing to the Family Housing Office and approved prior to installation. The system must be located behind or to the side of the family housing unit and on a freestanding pole and will not be attached to any government structure such as a portion of the quarters, existing utility poles, fences or trees. No satellite dishes will be installed in the front yard. Maximum size of dish is 18 inches. A digging permit will be required before any hole or trench is dug.

5-23. Barbeque Grills

Barbeque grills, when in operation, will be at least 10 feet from any building structure. Grilling on balconies or porches in apartment style buildings is prohibited.

5-24. Playgrounds

Playgrounds and their equipment will be maintained in a clean, safe, and structurally sound condition. Minor maintenance and cleanup of playgrounds and surrounding area is the responsibility of the quarters' residents. Further, cyclic preventive maintenance must be scheduled to include regular change of sandbox fills, painting, replacement of damaged or missing flooring pads and lubrication of equipment. Residents, area coordinators, or mayors are charged with reporting damaged or faulty equipment on the playgrounds to the Service Order Desk for repairs. For health and safety reasons, pets are prohibited on playground equipment area at all times. Residents must immediately clean up and properly dispose of all fecal waste created by their pets in public areas.

5-25. Wading Pools

For safety reasons, personally owned swimming pools are limited to small wading pools, not to exceed 18 inches in depth and 8 feet in width. Sponsors will ensure that children utilizing the pools are closely supervised and pools are emptied when not in use. For added health and safety measures, it is recommended that chlorine tablets be added to the water in pools. Any damage to grassy areas will be, at a minimum, seeded prior to termination of quarters.

5-26. Trampolines

For safety reasons, personally owned trampolines are limited to 16 feet in width and require side safety netting. Trampolines should be compatible in size to the quarters' rear yard, only on a flat surface and with additional consideration in evaluating whether or not there will be an adverse visual impact. A request to erect a trampoline is required and approval granted prior to installation. Residents are encouraged to secure additional liability insurance to cover any injuries that may occur. Inoperable or damaged trampolines will be dismantled and properly disposed of.

5-27. Basketball Backboards

Portable basketball backboards are the only type authorized in the family housing areas. Basketball backboards will not be attached to the quarters, nor will poles be affixed to a permanent or semi-permanent, freestanding pole. The portable unit may be rolled to the curb for use of the street as the playing surface; however, the unit must be returned to the proper storage each evening. No court markings are to be painted onto the playing surface. The portable unit must be maintained appropriately for safety purposes, at all times. Residents occupying units with a shared driveway are to be considerate of each other when utilizing basketball backboards.

5-28. Skateboarding

For the safety of residents and users, skateboarding in the housing area is not authorized in roads and streets. It is authorized on sidewalks, carports and the skate park. Residents occupying units with a shared driveway are to be considerate of each other when utilizing skateboards. Residents are encouraged to secure additional liability insurance to cover any injuries that may occur. Skateboarders are encouraged to use the skate park at YS.

5-29. Tents

Erection of tents is authorized for the use of children and family camping in backyards only. Running of electrical extension cords from the quarters to the tent for the purpose of electrical power is strictly prohibited.

5-30. Firearms Control

Personally owned firearms and weapons stored in family housing must be registered with the Provost Marshal's Office. Occupants will comply with Fort Belvoir Regulation 190-2, Motor Vehicle and Firearms Control, 23 Oct 98.

5-31. Metal Detectors

In order to protect discovered and undiscovered archaeological resources, the use of metal detecting equipment is prohibited on Fort Belvoir property.

5-32. Yard Sales

a. Only personnel assigned family quarters on Fort Belvoir are permitted to conduct individual yard sales. They are limited to the confines of the yard/court and driveway associated with their quarters. Those not assigned quarters at Fort Belvoir are prohibited from conducting yard sales anywhere on the installation property and may not jointly participate with quarters' occupants in yard sales. Yard sales by Fort Belvoir residents will not be conducted anywhere outside the limits of Fort Belvoir residential villages.

b. Individuals planning a yard sale will notify their area/block coordinator and/or village mayor at least one week prior to the sale. Yard sales are permitted on weekends or holidays between 0800 and 1600. Times permitted for set-up and teardown are one hour prior to and one hour after this period. All signs, tables, chairs, racks, and other private property used during the yard sale must be removed promptly at the conclusion of the sale period.

c. Individuals may post only one yard sale sign at the entrance to their assigned housing area and two subsequent directional signs within the housing area for each yard sale. Signs must be affixed to a stand-alone stake and or placed on community message boards. Signs will not be nailed, taped, stapled, or fastened by any other means to buildings, trees, signposts, mailboxes, or any other permanent structure. Yard sale signs will not be posted anywhere outside the housing areas. Yard sales will not obstruct traffic, create a nuisance, or otherwise disturb housing residents not participating in the sale.

d. Yard sale signs and notices are the responsibility of the individual authorized to conduct the sale and will be procured, posted, and removed at that individual's expense. The signs will not be advertised to attract non-affiliated civilian personnel onto the post. Advertisements will not be posted in mass circulation newspapers, i.e., The Washington Post, The Springfield Times, The Potomac News, etc., and will be limited to The Eagle, The Pentagonagram, and any other DoD affiliated newspapers.

e. Village-wide yard sales are permitted subject to the following additional conditions:

(1) The village mayor, area/block coordinators, and building coordinators organize and supervise the sale.

(2) A written request for approval to conduct the yard sale is submitted by the village mayor to the Garrison Commander at least 2 weeks prior to the sale. At a minimum, the request should describe the dates, times, size, organization, and supervision of the sale. The Garrison Commander's point of contact is the Director of Personnel and Community Activities, Mayoral Program Manager.

(3) The sale is restricted to the limits of the village and its associated common areas.

5-33. Christmas Decorations/Outside Lighting

a. Christmas or outside lighting should be Underwriters Laboratories (UL) or factory listed for outside use. Running electrical cords through windows and doors or across heating duct or vent systems is prohibited, as this causes a fire safety hazard. All exterior lighting must be "GFI" protected. Residents are reminded that family quarters have a 15-amp circuit and care should be taken to prevent overloading. Decorations are prohibited from placement higher than the edge of the roof gutter. Use of staples, nails, screws, or other mechanical fasteners to attach Christmas decorations to the quarters is prohibited. Plastic clip-on hooks may be commercially obtained and used to attach decorative lighting and garlands. Attachment of anything to vinyl siding is prohibited. Additionally, electrical decorations are to be unplugged when residents are away from the quarters.

b. Lighting can be erected commencing with Thanksgiving and must be removed no later than (NLT) 10 January, the following year. Lights are to be turned off NLT midnight, except on Christmas Eve and New Year's Eve when they are allowed to remain on overnight. Lights are not authorized to be on during daylight hours.

c. Decorative lighting for other occasions such as Halloween is authorized but cannot be put up earlier than one month prior to the occasion and must be removed NLT one week after the occasion.

5-34. Firewood

a. Residents with fireplaces are permitted to cut and remove wood from designated areas on-post. For information, contact the Natural Resources Division, DIS, (703) 806-4007.

b. Individuals with fireplaces are responsible for calling in a service order to have chimneys cleaned and inspected prior to use on an annual basis. Firewood must be stored 22 feet from quarters to prevent termite infestation.

5-35. Yard of the Month Awards

a. Yard of the Month is an initiative designed to give residents of on-post family housing an incentive to keep their yards attractive. All residents are eligible to participate. The program runs from May through October each year. Mayors will select a yard of the month from each of the housing areas on Fort Belvoir. Selections are then submitted to the Mayoral Program Manager, Directorate of Community Activities (DCA) and the Housing Division, in writing, no later than the first of each month.

b. The winner for each of the housing areas receives a letter of appreciation from the Garrison Commander and the post CSM; a designation sign in their yard; and a gift certificate.

5-36. Complaints

Complaints are directed through the building, block or area coordinators (if applicable), to the Chief, Family Housing Division. Complaints should be in writing and state all facts pertaining to the complaints. Complaints that are not resolved by the Chief, Housing Division, are to be forwarded to the Director of Housing.

Appendix A

REFERENCES

AR 27-20 Legal Services, Claims

AR 210-50 Installations, Housing Management

AR 608-10 Personal Affairs, Child Development Services

FB Reg 40-905 Animal Control

FB Reg 190-2 Motor Vehicle and Firearms Control

FB Reg 190-5 Military Vehicle Traffic Supervision

FB Reg 210-12 Mayoral Program

Appendix B

Hand Receipt and Condition Report for Government Quarters
(FB (HQ) Form 109)

REQUEST FOR ALTERATION/ADDITION TO QUARTERS	
1. Request approval for the following alteration/addition to Quarters:	
a. Quarters Address: _____	
b. Type of alteration/addition _____	
c. Description of alteration or addition (size, material, location, and color for storage sheds) _____	

2. If request is to install a shed, a diagram showing approximate location in relation to quarters must be attached.	
3. I understand that if my request is approved, storage shed and/or fence will be maintained or removal will be required. The alteration/addition will be removed prior to vacating quarters and area restored to its original condition.	
_____ (Phone)	_____ (Print Rank and Name)
_____ (Date)	_____ (Signature)

Request approved.	
Request disapproved for the following reason: _____	

_____ (Date)	_____ Housing Division

FB(HQ)FL 18, 1 Mar 96 (Rev) Previous edition dated 1 Mar 95 is obsolete

GROUNDS DEFICIENCY REPORT	
OCCUPANT: _____	DATE: _____
QUARTERS: _____	TIME: _____
It is the responsibility of all individuals occupying government facilities at Fort Belvoir to maintain their areas in a high state of police. During an inspection of your area of responsibility, it was noted that certain unacceptable conditions existed as checked below. You are required to correct the conditions noted below within _____ hours, at which time a reinspection of your quarters will be made.	
	LAWN needs to be <input type="checkbox"/> Cut <input type="checkbox"/> Edged <input type="checkbox"/> Trimmed <input type="checkbox"/> Raked
	YARD/SIDEWALK requires <input type="checkbox"/> Weeding <input type="checkbox"/> Debris hauled away <input type="checkbox"/> Policing <input type="checkbox"/> Remove leaves/snow
	SHRUBBERY requires <input type="checkbox"/> Trimming <input type="checkbox"/> Policing <input type="checkbox"/> Remove vines from side of building
	FENCE requires <input type="checkbox"/> Repair <input type="checkbox"/> Removal (not approved/authorized)
	STORAGE SHED requires <input type="checkbox"/> Repair <input type="checkbox"/> Removal (not approved/authorized) <input type="checkbox"/> Submit a request for approval at Family Housing
	MOBILE TRASH TOTES <input type="checkbox"/> Turn in for repair/replacement (Call 805-2489) <input type="checkbox"/> Remove from curb DUMPSTER AREA <input type="checkbox"/> Trash not in container/police area <input type="checkbox"/> Bulk items may be placed at curb for pick-up on _____
	PARKING AREA needs policing <input type="checkbox"/> Removal of unregistered/non-operational or junk vehicles <input type="checkbox"/> Unauthorized auto repair <input type="checkbox"/> Oil/fluid spill clean-up
	REMOVE _____ stored at/on <input type="checkbox"/> Top of storage shed <input type="checkbox"/> Side/back/front of quarters (Creating unsightly and hazardous condition)
	REMOVE RECREATIONAL EQUIPMENT (Parking of recreational equipment is not authorized in housing areas)
	OTHER
REMARKS: <input type="checkbox"/> See explanation on reverse side. Item _____	
Copy 1 (Occupant) Copy 2 (Command Group) Copy 3 (File)	
SIGNATURE OF HOUSING INSPECTOR	

FB(HO)FM 33, 1 Sep 96 (Rev) Previous edition dated 1 May 94 is obsolete

OCCUPANT RESPONSIBILITIES

(Issued upon assignment to quarters)

1. Exterior of quarters are maintained, i.e., lawns are cut, edged and policed, shrubbery trimmed; trash cans kept covered; and, trash areas policed. Driveways and sidewalks remain free of stains, marks and writing. Ice and snow is removed from driveways and sidewalks leading from their quarters and mid-way to adjacent quarters and or roadway.
2. No TV antennas, basketball hoops, or bicycle hooks are affixed to Government structures. Clotheslines are properly maintained.
3. Requests for construction of fences or sheds in family housing areas, where authorized, are submitted to and approved by the Housing Division. Fences and/or sheds are not permitted in Lewis Heights, Woodlawn Village and Belvoir Village. When a Government-owned storage shed is provided, individual sheds will not be permitted. Only one storage shed per dwelling unit is authorized. Fences and/or sheds will be located in the rear of quarters and maintained in a good state of repair. Specifications for fences and sheds may be obtained at the Family Housing Office, Building 1001. All fences/sheds will be removed by the occupant prior to termination of quarters.
4. Written permission is requested from the Housing Division before accomplishing alterations of the physical characteristics of the dwelling or grounds; and before doing interior or exterior painting of quarters. No wallpaper, contact paper or other adhesive-type decorations are placed on walls, doors or kitchen cabinets. No holes will be made in kitchen cabinets or vinyl siding.
5. Pets do not create a general nuisance in housing areas. General nuisance is defined as the following: permitting pets to roam unattended; loud and continuous barking or irritating noises; or defecation and/or urination on another's area of quarters. All pets must be on a leash, fenced area or within owner voice control when outside.
6. Only assigned parking space (Lewis Heights, Dogue Creek and Colyer Village) is utilized. Parking or driving vehicles to include motorcycles on grassed areas, patio/sidewalks is prohibited.
7. No recreational equipment (campers, canoes, boats, etc.) is stored within the housing areas. This equipment may only be parked in housing areas for the purpose of preparing for departures on, or arrival from, off-post recreational type trips from 1200 hours Friday until 1200 hours Monday. RV may be in the housing areas on week days for a period of two hours for loading or unloading. Otherwise, designated RV storage areas are to be utilized for such vehicles.
8. For safety reasons, personally owned swimming pools are limited to small wading pools, not to exceed 15 inches in depth and 6 feet across. Sponsors will ensure that children utilizing the pools are closely supervised and pools are emptied when not in use.
9. Only minor repair of vehicles are accomplished. Replacing spark plugs, checking timing, changing tires and washing vehicles are examples of maintenance permitted within housing areas. Oil and filter changes are not permitted.
10. Energy conservation is practiced to include turning off all exterior lights during daylight hours and closing storm windows completely during the heating and air conditioning seasons. The use of occupant installed exterior lighting is prohibited.

CONTRACT FOR QUARTERS CLEANING

QTRS # _____

THIS CONTRACT between _____, hereinafter
(sponsor-occupant's name)
referred to as "Occupant, and _____, hereinafter
(contractor's name)
referred to as "Independent Cleaning Contractor," provides for the cleaning of
Occupant's quarters number _____, under the following terms:

1. Independent Cleaning Contractor agrees to prepare Occupant's quarters for inspection to the complete satisfaction of the Housing Inspectors in accordance with the standards specified in AR 210-50, and in accordance with all other applicable standards. Subject to the Independent Cleaning Contractor's compliance with the preceding provisions, the Independent Cleaning Contractor shall have the authority to determine how to complete each cleaning contract it enters into under this agreement.

2. The Independent Cleaning Contractor agrees that Occupant's quarters will be prepared for inspection within (3) working days and hereby agrees to be present in the quarters for the final inspection at _____
(date) (time)

3. Occupant agrees to forfeit BAQ/VHA until final inspection date shown on this contract.

4. The Independent Cleaning Contractor agrees that he will perform the work under this contract for consideration of \$ _____. This sum, in form of certified check or money order, is hereby given to the Housing Inspector to be held in escrow by the Housing Division until such time as the contractor satisfactorily performs the foregoing contract, whereupon the said check or money order is to be delivered to the contractor; however, if the said contractor, by reason of late performance, is required by the contract to forfeit damages, the said check or money order is not to be delivered to the contractor until appropriate reimbursement is made to the Government. Damages will be amount per day equal to BAQ/VHA of the former occupant.

Contractor:	_____	_____
	(signature)	(date)
Occupant:	_____	_____
	(signature)	(date)
Housing Inspector:	_____	_____
	(signature)	(date)

Check Received: _____

FB(HD) FM 64

1 Sep 93(Rev) Previous edition dated 1 Aug 91 is obsolete

Hand Receipt and Condition Report For Government Quarters	Housing Division Fort Belvoir, VA 22060	Quarters Number
--	--	------------------------

Condition		
Walls		
Ceiling		
Floors/Carpet		
Woodwork		
Windows		
Screens/Storm Doors		
Carport/Garage/Storage Shed		

Quantity		Condition
Sink w/Cabinet		
Counter Cabinet w/Base		
Wall Cabinets		
Refrigerator		
Dishwasher		
Range		
Exhaust Fan/Hood		
Disposal		
Lavatory/Sink		
Commode		
Bath Tub/Shower		
Cabinet Medicine w/Mirror		
Clothes Rack		
Shades/Mini Blinds		
Curtain Rods		
Keys		

Paint Date:	Carpet Replaced:	Wood Floors Refinished:
Remarks:		

I accept responsibility for these quarters and all property in the condition listed above. Alterations, modifications, painting, deletions, or additions WILL NOT be made without prior written approval of the applicable Housing Office (Family or UPH).

Signed _____ Date _____ Housing Inspector _____

Occupant

Printed Name _____

FB(HO)FM 109

1 Sep 93(Rev) Previous edition dated 1 Dec 92 is obsolete

* U.S. GPO: 1997-429-987/60142

Appendix C
Family Housing Refuse and Recycle Collection Schedule

<u>VILLAGE</u>	<u>REFUSE COLLECTION</u>	<u>BULK ITEM PICK-UP</u>	<u>RECYCLEABLE PICK-UP</u>
BELVOIR	MONDAY	TUESDAY	MONDAY
COLYER.....	THURSDAY	THURSDAY	MONDAY
DOGUE.....	THURSDAY	TUESDAY	MONDAY
FAIRFAX	MONDAY	TUESDAY	MONDAY
G. WASHINGTON.....	THURSDAY	THURSDAY	MONDAY
GERBER.....	THURSDAY	TUESDAY	MONDAY
JADWIN PARK SNOW }	MONDAY	TUESDAY	MONDAY
LEWIS HT.....	MONDAY	TUESDAY	MONDAY
	WEDNESDAY	THURSDAY	
	FRIDAY		
RIVER.....	THURSDAY	THURSDAY	MONDAY
ROSSELL	MONDAY	TUESDAY	MONDAY
WOODLAWN.....	MONDAY	THURSDAY	MONDAY

FORT BELVOIR



WHAT YOU NEED TO KNOW

 **Printed on recycled paper.**

DEPARTMENT OF THE ARMY
DIRECTORATE OF INSTALLATION SUPPORT
ENVIRONMENTAL AND NATURAL RESOURCE DIVISION
9430 JACKSON LOOP, SUITE 107
FORT BELVOIR VA 22060-5130

BULK RATE
PERMIT #15
FORT BELVOIR VA
22060

RESIDENTIAL CUSTOMER
FORT BELVOIR VA 22060

RECYCLING PROGRAM INFORMATION

RECYCLING AT FORT BELVOIR

Recycling at Fort Belvoir is mandatory. In accordance with to Army Regulation and Garrison Command policy, all residents and employees on Post must participate in the recycling program. This brochure provides guidelines and tips to help you incorporate recycling in your daily routine.

What Can Be Recycled?

Most recycled materials, called commodities, including newspapers, glass, cans, and plastic bottles, are recycled curbside each week. Collect and take other items, such as cardboard, oil paint, motor oil, and anti-freeze, to the Fort Belvoir Recycling Center on Post for recycling. Read on to find out more information on:

- ✓ Fort Belvoir-specific information on recycling
- ✓ Instructions for preparing your recyclable commodities
- ✓ Curbside collection guidelines
- ✓ Pick-up schedule
- ✓ Recycling Center guidelines, location, and hours of operation

Save this brochure during your residence at Fort Belvoir for guidance, and if you have further questions, contact:

Directorate of Installation Support, Environmental and Natural Resource Division, Recycling Program Coordinator at (703) 806-4007.



HOUSING

STEP 1

Collect your recyclables for curbside collection and place in green collection bin.

STEP 2

Place the green bin near the curb in front of your quarters on Mondays by 0700.

On Federal Holidays that are Mondays, curbside collection will be on Tuesday by 0700.

If you haven't already, label your curbside bin with your quarters' number. If you do not have a curbside bin, contact the Recycling Coordinator at (703) 806-4007.

Do not place any of the following in any recycling bin (curbside or at the Recycling Center):

Garbage, diapers, hypodermic needles, wood, fabric, food waste, and wax paper products.

GUIDE FOR CURBSIDE RECYCLING

NEWSPAPER

Tie in bundles or place in brown paper bags.

Newsprint
Glossy inserts
Magazines

Soiled/wet newspaper
White or mixed paper
Plastic newspaper sleeves
Rubber bands



METAL

Rinse can, leave on the label, and crush to reduce volume.

Food and beverage cans made from metal (aluminum, tin, or steel)
Completely empty aerosol cans

Cans used for chemicals or paint
Sharp lids that have been removed by a can opener (can be discarded as trash)



GLASS

Rinse bottle, leave on the label, and remove lid or cap.

Glass containers that are clear, brown, blue, or green
Food and beverage glass, such as juice bottles, beer/soda bottles

Window glass, pyrex, or any types of glass other than food/beverage
Mirrors
Light bulbs



PLASTIC

Rinse container, discard lid or cap, and crush to reduce volume.

Plastic bottles with a neck labeled 1 or 2
Empty #1 or #2 plastic bottles that contained beverages, cleaning products, toiletries, etc.



Plastic containers without a neck, such as margarine tubs
Bottles numbered 3, 4, 5, 6, or 7 (or not at all)
Antifreeze/motor oil containers
Plastic lids and caps



VOLUNTEER RECYCLING PROGRAM

The Fort Belvoir Recycling Center, Building 1089, accepts and processes a variety of items for recycling that are not included in the curbside recycling program.

Items accepted at the Recycling Center include:

- Corrugated cardboard (such as moving and packing boxes; you can also bring flattened tape-free boxes to any of the 40 green designated cardboard dumpsters on Post for processing)
- ✓ Paper board, including shoe boxes, 12-pack box containers, and clean cereal/dry food boxes
- ✓ Kraft brown paper bags (you can also use these curbside to contain newspapers, magazines, and glossy inserts)
- ✓ Mixed paper, such as phone books, paperbacks, junk mail, and non-white paper such as magazines and catalogs
- ✓ Scrap metal
- ✓ Used motor oil and antifreeze (residents only; accepted only during hours of operation; ask attendant on duty for assistance)
- ✓ Ni-Cad, lithium, and other types of batteries from computers, cameras, and electronic devices
- ✓ printer toner cartridges

In addition, any recycled commodity included in the curbside program (newspaper, glass con-

tainers, #1 and #2 plastic bottles with necks, and aluminum and steel cans) can also be brought to the Recycling Center by residents and workers on Post.

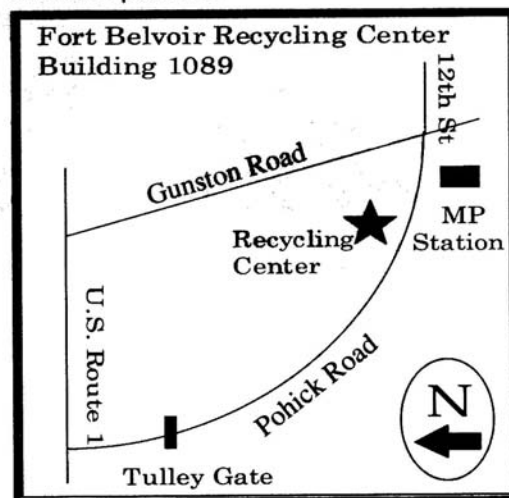
You can also recycle your #2 and #4 plastic grocery, produce, and shopping bags at the Recycling Center. Be sure bags are clean and empty of all paper and receipts and look for the recycle bin near the front door of the center. Most grocery stores off-Post also accept plastic bags for recycling.

Many other items you use on a daily basis are recyclable and can be reclaimed at various retail sites (off the installation) in the local area. These include:

- ✓ packing styrofoam "peanuts"
- ✓ tires
- ✓ car batteries

Fort Belvoir encourages consumers to turn in these items at local stores and shipping outlets whenever possible.

The Fort Belvoir Recycling Center is open seven days a week:
0700-1600 Monday through Saturday
0800-1200 Sunday



Appendix D Fire Prevention



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
U. S. ARMY GARRISON, FORT BELVOIR
DIRECTORATE OF PUBLIC SAFETY
6080 ABBOT ROAD
FORT BELVOIR, VIRGINIA 22060-5203

ANFB-PM (420)

NOV 22 2002

MEMORANDUM FOR ALL FORT BELVOIR HOUSING OCCUPANTS

SUBJECT: Fire Prevention

1. We have experienced an increase in Army family housing fires over the past years. Fortunately, no loss of life or serious injuries have resulted from these fires; however, dollar losses have increased. On the occasion of signing for your quarters, you and your dependents assume a very personal responsibility to be fire conscious. In addition to your duty to your family to provide them with a safe home environment, you are also obligated to the installation to maintain your quarters in good condition. You may be required to pay for damages to your quarters that result from any willful or negligent act. Fire damage repairs can be very expensive.

2. The fire prevention program on the installation is only as successful as you, the occupants, make it. Your cooperation is needed to keep our community fire safe. Carelessness continues to be the major cause of most quarters fires: For example:

- a. In the kitchen - food left unattended on range.
- b. In utility and heater rooms - storage of combustible materials and flammable liquids near heat units and smoke pipes.
- c. In closets, basements, bedrooms, attics, and outside, children playing with matches, light bulbs too close to combustibles.
- d. In living rooms and bedrooms - overloading electrical outlets.
- e. In furnace rooms - failure to investigate unusual noises and odors, improper storage of flammables and combustibles

"EXCELLENCE THROUGH SERVICE"

Printed on  Recycled Paper

ANFB-ELZ

SUBJECT: Fire Prevention

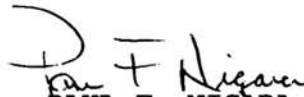
3. Each housing unit has a smoke detector which should provide an early warning in event of a fire. These detectors should be tested on a regular basis to ensure they are in operating condition. Problems with detectors should be reported immediately to the Service Order Desk, 806-3109, for repair.

4. The most important immediate task is to make an evacuation plan for your family in the event of fire. Keep the emergency Fire Department number, (703) 781-1800, posted near your phone and instruct all members of the family in the correct procedures for reporting a fire. In any event, if a fire should occur, be sure to get everyone out safely and call the Fire Department without delay.

5. I have enclosed with this memorandum a fire safety check list. Using this check list at least annually will help ensure your safety and that of your family. Fire safety inspections can also be requested by calling (703) 805-2091. I encourage each family to purchase and maintain an ABC type fire extinguisher to keep in your quarters - they can be purchased from the Post Exchange.

6. On behalf of the Fire Department, I welcome you to the ranks of the fire conscious community of Fort Belvoir.

Encl


PAUL F. NIGARA

LTC, MP

Director of Public Safety

FORT BELVOIR CHECKLIST
FIRE PREVENTION (805-2127)

- _____ 1. Monitor cooking operations closely with adult supervision.
- _____ 2. Store flammable liquids away from all sources of ignition.
- _____ 3. Keep matches, lighters and other incendiary materials where children can not reach them.
- _____ 4. Dispose of all smoking materials properly.
- _____ 5. Keep curtains, dish towels, paper and other flammable items away from cooking stove.
- _____ 6. Keep exhaust hood and ductwork free of grease.
- _____ 7. Avoid overloading electrical circuits with too many appliances.
- _____ 8. Make a privately owned "first aid" dry chemical fire extinguisher available in the kitchen.
- _____ 9. Instruct family members in alternate methods of extinguishing kitchen grease fires by using a suitable lid or cookie sheet.
- _____ 10. Use spark screen in front of the open fireplaces.
- _____ 11. Keep oily polishing rags and waxing materials subject to spontaneous combustion in a tight metal container.
- _____ 12. Keep combustible materials away from the furnace, water heater and other sources of ignition.
- _____ 13. Clean clothes dryer lint trap and vent regularly.
- _____ 14. Clean vent hood over kitchen range regularly.
- _____ 15. Enforce "no smoking in bed" rule.
- _____ 16. Instruct baby sitters in fire prevention and emergency notification procedures.
- _____ 17. Instruct family members on what to do in case clothing catches fire.

- ___18. Devise emergency escape plan for occupants and be familiar with it.
- ___19. Shut off dryer prior to departing the home.
- ___20. Properly connect exhaust line from dryer to the exhaust duct.
- ___21. Do not leave dryer running after going to bed.
- ___22. Store dirty clothing inside hampers and do not place them near a furnace.
- ___23. Ensure the attic is not being used for storage.
- ___24. Ensure gasoline and other volatile flammable liquids are stored outside the home, and in UL approved containers.
- ___25. Limit the use of extension cords and place them where they can not be damaged by heavy objects.
- ___26. Avoid use of multi-plug adapters.
- ___27. Check smoke detector regularly, according to manufacturer's recommendations. Use privately owned smoke detectors to supplement fire protection in quarters.
- ___28. Ensure the basements are not being used for sleeping areas.
- ___29. No storage under stairs.
- ___30. Ensure the furnace room is not being used for any type of storage.
- ___31. Instruct family members in proper fire reporting procedures.
- ___32. Keep emergency numbers posted near phone.

FORT BELVOIR CHECKLIST
SAFETY (805-2127)

- ___ 1. Keep stairs clear of toys and other possible tripping hazards.
- ___ 2. Secure small throw rugs to prevent slipping, especially at the top of the stairs.
- ___ 3. Observe proper precautions to avoid overloading of electrical circuits.
- ___ 4. Observe lamp wattage limits when replacing light bulbs.
- ___ 5. Turn handles of pans on the stove away from the front of the stove so that small children can not spill hot liquids.
- ___ 6. Use electrical outlet covers to prevent children from putting objects into the receptacles.
- ___ 7. Use only electrical appliances and equipment tested by Underwriters Laboratories (UL) or other recognized testing laboratory.
- ___ 8. Store household chemicals and cleaners in a locked cabinet or on high shelves out of the reach of children.
- ___ 9. Store chemical, medicines and poisons separately from food items.
- ___ 10. Use only non-skid wax on bare wood floors.
- ___ 11. Provide both tub and shower floors with non-skid material to prevent falls.
- ___ 12. Keep radios away from tubs and showers to avoid accidental electrocution.
- ___ 13. Dispose of used razor blades properly to avoid cuts to persons emptying trash containers.
- ___ 14. Affix emergency numbers on all phones.

- ___15. Use proper ladders only (not chairs or boxes) for working at elevated heights.
- ___16. Provide sufficient space for air circulation around TV and stereo sets to avoid overheating.
- ___17. Store lawnmowers properly.
- ___18. Allow lawnmowers to cool before refueling.
- ___19. Use flame-retardant night clothing for small children.
- ___20. Familiarize family members with first aid treatment for burns and other minor injuries.
- ___21. Secure firearms properly so that children can not get to them.

Appendix E Energy Conservation



Energy & Water Conservation At Home

*Environmental and Natural
Resource Division
Directorate of Public Works
Fort Belvoir, Virginia*



DEPARTMENT OF THE ARMY
DIRECTORATE OF PUBLIC WORKS
ENVIRONMENTAL AND NATURAL RESOURCE DIVISION
9430 JACKSON LOOP, SUITE 107
FORT BELVOIR, VA 22060-5130
OFFICIAL BUSINESS

BULK RATE
PERMIT #15
FORT BELVOIR, VA
22060

RESIDENTIAL CUSTOMER
FORT BELVOIR, VA 22060

ENERGY & WATER CONSERVATION INFORMATION

As residents of Fort Belvoir, you are encouraged to take an active part in conserving energy and water resources. There are several ways to reduce the amount of energy and water used around your house. By practicing conservation techniques, you can eliminate waste, increase comfort, and save money.

This conservation guide contains many energy and water saving suggestions. Most techniques can be easily implemented by all members of your family. A little effort today will go a long way tomorrow.

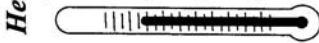
Consumption Clues . . .

- A crack $\frac{1}{16}$ " around a 3'x5' window is equivalent to having a hole in your wall the size of a brick
- Electrical home appliances consume about 8% of all the energy used in the United States
- A 100-watt light bulb left on 24 hours a day costs more than \$50 per year
- Energy usage is cut by 3% for every degree you *lower* the thermostat in the winter or *raise* it in the summer
- Opening the oven while cooking lets 25% of the heat escape and increases cooking time
- Low-flow aerators on kitchen and bathroom sinks will cut water usage by as much as 280 gallons per month
- A leak of 1 drop per second wastes 250 gallons of water per month
- Turning off the water while shaving or brushing teeth will save 2-4 gallons

Conserving Energy . . . Around the House

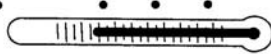
Lighting

- turn lights off when leaving the room
- use lamps instead of overhead lighting for close up work
- fluorescent lights are 3-4 times more efficient and cost less than incandescent lights
- do not use bulbs with wattage greater than recommended by the fixture
- outside lights should be turned off during daylight hours
- open shades and blinds to utilize natural light



Heating/Cooling

- check for drafts and cracks around windows, doors, and in the foundation. Call the DPW Service Order desk at 806-3109 for repair.
- keep doors and windows closed during the heating and cooling seasons
- in the winter, set the thermostat between 65-70°F
- houses with **heat pumps**, in the winter, should set the thermostat between 65-70°F and leave it there
- in the summer, set the thermostat between 75-78°F



In the Living Areas

- in the winter, use sunlight to provide heat and light by opening shades and blinds
- in the summer, close blinds to block out heat from the sun
- close doors to rooms you are not using
- turn off lights, TVs, stereos, radios, and computers when you leave the room

In the Kitchen

- make sure the refrigerator door seals tightly
- run the dishwasher only when full; 70% of the power consumed by a dishwasher is to heat the water
- do not keep the refrigerator/freezer colder than needed
- use the stovetop instead of the oven when permissible
- cook by microwave - it saves energy and reduces clean up

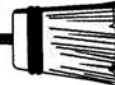


In the Laundry Room

- avoid washing and drying clothes during peak hours, 10am - 3pm, rates are higher
- wash and dry full loads only
- use energy saving features on appliances by selecting water level, water temperature (warm or cold), and drying time

Cleanliness Promotes Efficiency

- clothes dryer - clean lint filter after each use
- refrigerator/freezer - defrost when ice is 1/4 inch thick
- air conditioner - clear debris from around the unit, check filter monthly
- furnace system - check filter monthly, clean or change if needed
- heat pump system - check filter monthly, clean or change if needed
- thermostat - dust carefully yearly
- fire place - clean yearly, inspect and sweep chimney before creosote build-up exceeds 1/4 inch
- water heater - draw off a bucket full of water every 6 months to remove sediment



Conserving Water

Water is often wasted, going directly down the drain. Every gallon of water must be treated, distributed, and pumped to your house before you can use it. Water is a resource you could not survive without.

- **toilet** - flush when necessary, don't use the toilet as a trash can
- **bathroom faucet** - turn off running water when brushing your teeth or shaving
- **shower/bath** - limit length of shower, plug tub drain before running the water for a bath
- **washing dishes** - scrape off excess food, then fill sink with water rather than using running water
- **dishwasher/washing machine** - run full loads only, use energy saving features
- **garden hoses** - check for leaks
- **lawn care** - only water during a drought, early morning hours are best. An established lawn requires only 1 inch of water per week, including rain.

Check for Leaks

Water can leak from a variety of places in your home. Check faucets, toilets, garden hoses, appliances and pipes for leaks. If you detect a leak, call the DPW Service Order Desk at 806-3109 to get it fixed.

Self-Help

has these items for your conservation needs:

- shower heads
- fluorescent lamps
- toilet tank repair kits
- latex caulk
- weatherstripping
- garden hose fittings
- door sweeps
- garden hoses
- light bulbs
- shades and blinds

Building 1108, 16th Street 805-3519



REPLY TO
ATTENTION OF

Appendix F
Lead-Based Paints
DEPARTMENT OF THE ARMY
U.S. ARMY GARRISON, FORT BELVOIR
DIRECTORATE OF INSTALLATION SUPPORT
9430 JACKSON LOOP, SUITE 107
FORT BELVOIR, VIRGINIA 22060-5130

18 OCT 2002

ANFB-ELE-EE (200)

MEMORANDUM FOR Fort Belvoir Housing Residents

SUBJECT: Resident Education Letter, Lead-Based Paint Risk
Assessment Results

1. The purpose of this letter is to inform you on the findings of a lead risk assessment survey that was conducted in representative family housing units located throughout Fort Belvoir. The survey provided significant data for the determination of potential lead hazard areas.
2. As anticipated, lead in paint, dust, and soil was discovered in family housing neighborhoods. See the enclosed table for a summary of results from the housing areas surveyed. A "positive" (see column % Positive) result indicates that lead in paint, dust, and/or soil was present in excess of thresholds established by the United States Environmental Protection Agency (USEPA). These results are statistically representative of all housing units within each housing area. Lead-based paint exists in family housing neighborhoods, but levels of lead in dust and soil are lower than expected. The levels of lead in dust and soil are generally low because most painted surfaces are being maintained in good condition.
3. **What do these sample results mean to you?** Due to the age of most housing units, the presence of lead paint in the quarters is completely expected. The presence of lead based paint or dust does not imply a health hazard. According to U.S. Army Medical Command (MEDCOM) and USEPA, to present a threat there must be a pathway from the source to the exposed individual. The primary hazard is peeling paint and dust which could be ingested by young children. Our survey of the quarters showed that most interior painted surfaces are sound. Should you discover peeling paint, collect the loose paint using a wet paper towel and call for a service order to have the surface repainted. You may also use our self-help store supplies to spot paint these surfaces.
4. The presence of lead dust listed in the enclosed table is not cause for undue concern. The vast majority of the dust samples were found in the window troughs. Window troughs are the

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SUBJECT: Resident Education Letter, Lead-Based Paint Risk
Assessment Results

exterior component of a window system where the sash meets the sill. When storm windows are present this area includes the area between the inner window and the exterior storm window. This area is inaccessible to you and young children when the window is closed. We found most window troughs to be very soiled which indicates they are not being routinely cleaned. The friction of the window being moved up and down, scraping minute quantities of paint, and the lack of routine cleaning of the windowsills are the reasons for the number of positive dust samples. You can minimize this dust by washing your windowsills and troughs with soap and water.

5. Alternatively, you can just keep your windows closed year around if you do not want to bother cleaning the sills and troughs. Remember the dust found in the sills and troughs are only a hazard if ingested. The main pathway is by young children placing their hands or toys in these windowsill areas and then putting them in their mouths. Keeping all areas where children have access free of dust or dirt is a good housekeeping practice that will minimize the risk of lead contamination.

6. Positive soil results are also not cause for undue concern. Several housing areas were identified as containing high levels of lead in bare soil. The most probable cause of these high readings was from the rain water downspouts found on the outside of the buildings. Lead solder was used in the past to join parts of the pipe together. The areas where the downspouts released the rainwater on the ground had the highest concentration of positive samples. An acceptable method to eliminate this possible hazard to young children is to maintain grass cover through seeding, sodding, or mulching bare soil areas.

7. You can minimize the risk of lead exposure to your family. Good housekeeping is the key in reducing this exposure. We will do our part by keeping you informed as to where lead can be found in the quarters and educating you as how to eliminate any lead residue from your quarters. We request your cooperation in handling the lead issue. To assist you in this effort, we will disseminate information through the *Belvoir Eagle* and through the village mayors.

ANFB-ELE-EE

SUBJECT: Resident Education Letter, Lead-based Paint Risk
Assessment Results

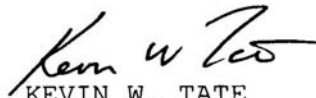
In addition, the following actions can help you minimize your family's exposure to lead hazards:

- Clean floors, windowsills and frames weekly. Use warm water and an all-purpose cleaner, applied with a mop or sponge. Dispose of water down a household drain; do not dump outside. Thoroughly wash out mops and sponges to remove any residual paint, dust, or dirt,
- Ensure children's hands are washed often, particularly before meals and at nap and bed time,
- Keep play areas clean,
- Keep children from chewing on painted surfaces,
- Make sure that children eat nutritious, low fat meals high in iron and calcium (Children with good diets absorb less lead).

8. Potential health hazards in our homes can cause concern. **Dewitt Army Community Hospital confirms that there are no records of children having elevated blood lead levels as a result of living in Fort Belvoir Quarters.** Monitoring for risk factors during the 12-15 month well baby check identifies at-risk children for further screening.

9. If you have further questions, the point of contact for this action is Ann Engelberger of the Environmental and Natural Resource Division of this Directorate at 806-4007.

Encl



KEVIN W. TATE

LTC, EN

Director of Installation Support

FORT BELVOIR LEAD PAINT SURVEY RESULTS, SPRING 1998

Housing Areas	Number of Representative Housing Units	Number of Units Surveyed	Paint Sample Results		Dust Sample Results		Soil Sample Results	
			Number of Samples	% Positive	Number of Samples	% Positive	Number of Samples	% Positive
Belvoir Village	58	11	21	57.1	79	15.2	13	23.1
Gerber Village	64	13	23	60.9	103	18.4	26	3.8
100 Area	12	6	17	5.9	48	10.4	12	0.0
Rossell Village	62	12	19	10.5	88	10.2	16	0.0
Jadwin Loop	25	8	7	0.0	62	17.7	8	12.5
T400 Area	33	8	7	57.1	54	0.0	10	0.0
GW, River, Colyer, & Fairfax Villages	640	26	7	57.1	162	8	13	69.2
Colyer Village & Dogue Creek	326	20	26	76.9	152	0.0	16	25.0
Woodlawn Village	444	22	7	0.0	77	0.0	18	0.0
Lewis Heights	446	22	10	50	192	1.6	59	1.7

Appendix G

Hints for Prevention of Freezing Pipes

If you reside in quarters that have skirting, basement windows, or crawl space vents, walk around the house and cover any openings through which cold air could enter. Remember to open them in the spring.

Unless the day time temperature remains in the mid to low 20s, these hints to open doors to let heat into unheated areas to warm pipes, need only to be done during the night and only on nights when the temperature will be below freezing most of the night.

If pipes are in an outside wall, open vanity doors and doors under the kitchen sink to allow heat from the house to warm pipes.

If you have a garage attached to your house and it has water pipes in it, like many houses in Woodlawn, open the house-to-garage access door to get some heat into the garage and to the pipes. DO NOT put an open flame heater in the garage and DO NOT run your car in the garage with the access door open.

If you have plumbing in the attic, open the access panel an inch or two to allow some heat up there for the pipes.

If it is "really cold", and opening the doors may not heat the pipes sufficiently, leave a faucet with both the hot and cold water faucets slightly on, half a pencil diameter, into a sink that drains well. You should only have to do this at night. ("Really Cold", a technical term used by weathermen the world over, means less than 20 degrees Fahrenheit, here at Fort Belvoir)

Remembering energy conservation, set your thermostat up a few degrees during "really cold" nights. Don't forget to turn it back down to normal during the day.

If a fixture suddenly has no water, open the faucet wide on the side that has no water, both if neither has it and leave the faucet(s) open until the water runs full force again.

A hair dryer may be used to warm pipes. DO NOT use a torch or open flame of any type.

If you experience a break and know how to shut off the main water valve where the line enters your house, do it, and then call work control.

Do not attempt plumbing repairs on your own. Call the Work Control number 806-3109, day or night to report your problem. After 2200 you will get the fire department, and they will take your information and pass it on to DynCorp.

Keep some bottled water on hand, it can take up to several days to repair frozen pipes, depending on the severity of the break and the number of breaks on Fort Belvoir. The longer it is "really cold" - see above - the more breaks we will have.

Appendix H
Quarters Cleaning Standards
FAMILY HOUSING CLEARANCE GUIDELINES
Fort Belvoir, Virginia

INSTRUCTIONS TO OCCUPANT: In order to clear Government quarters, the following clearance guidelines are provided:

SECTION A – SUGGESTIONS/REMINDERS

1. Do plan ahead---call for your inspection and check out time sufficiently in advance so Family Housing may arrange and schedule check-outs on an orderly basis.
2. Do allow yourself enough time to clean your quarters. **IN THE EVENT YOU ARE UTILIZING CONTRACT CLEANING OF YOUR QUARTERS, A CERTIFIED CHECK OR MONEY ORDER MADE PAYABLE TO THE HOUSING DIVISION WILL BE REQUIRED AT THE TIME OF INSPECTION.**
3. Do make every effort to have quarters ready for inspection and up to desired standards. A good rule of thumb is to ask yourself if you would be satisfied if you were the new occupant.
4. Do remove all clothing, suitcases and most cleaning materials from quarters before time of inspection. Leave some cleaning materials handy in case minor touch-up cleaning is necessary.

SECTION B – SELF HELP MAINTENANCE

The U-Improve-It Store stocks items to assist in accomplishing these requirements. A document from the U-Improve-It Store is required if repair/replacement items to accomplish self-help work are not available between the time of the pre-inspection and the termination inspection.

1. Repair or replace all damaged or missing screens.
2. Replace all missing door stops.
3. Remove all occupant installed items and repair any damages. **DO NOT SPOT PAINT.**
4. Remove occupant installed sheds, fences, antennas, etc. and return area to original condition.
5. Replace all missing or damaged light globes.
6. Replace all burned out light bulbs (an extra bulb will be on hand during the inspection).

QUARTERS CLEANING STANDARDS
Fort Belvoir, Virginia

**OCCUPANT RESPONSIBILITIES WHEN
UTILIZING A CLEANING CONTRACTOR**

**CONTRACTOR CLEANING STANDARDS
AND CLEANING STANDARDS FOR
OCCUPANTS NOT UTILIZING CONTRACT
CLEANING (IN ADDITION TO
REQUIREMENTS IN THE LEFT HAND
COLUMN)**

FLOORS, RUGS, CARPET

Swept and/or vacuumed.

Remove stains, wax, and dirt. Damp mop floors. Wax vinyl and wood floors evenly without streaks. Shampoo/steam clean all carpets to ensure all dirt, spots and odors are removed. Carpet must be dry for inspection.

WALLS AND CEILINGS

Remove all nails and hooks.

Remove all dirt, cobwebs, crayon and pencil marks, food and so forth from walls.

WINDOWS

No requirement.

Clean inside and outside surfaces of all windows and window frames so that they are free of spots, streaks or film. Clean window sills, inside and outside and curtain rods. Remove screens, brush and wash to remove lint and dust and reinstall. Clean and repair mini blinds.

DOORS

No requirement.

Clean interior and exterior doors and frames so that they are free of dust and stains on both sides. This includes storm doors.

SUBJECT: Quarters Cleaning Standards

DISHWASHER

No requirement.

Clean interior and exterior surfaces, door gasket, baskets and soap dispenser. Remove mineral deposits in bottom of machine and on inside of door.

RANGE

No requirement.

Clean all areas inside and out to remove grease, dust, rust, food, tarnish and cleaning streaks. Move range for cleaning areas under, above, behind, and on either side and move back after cleaning.

KITCHEN, BATHROOM AND TOILET

No requirement.

Clean all equipment to include bathtubs, washbasins, toilet bowls, shower, mirrors, towel rails, medicine cabinets, kitchen sinks and related hardware. Clean wall and floor tile. Polish all equipment, fixtures and wall tiles to a streak-free shine.

VENTILATION, AIR VENTS AND RANGE HOODS

No requirement.

Wipe down range hood. Wipe down air vent grills and replace filters as necessary. Remove completely all grease, stains and dirt sediments inside and outside. Clean or replace permanent filters.

FIREPLACES

No requirement

Remove ashes and sweep out. Clean screen and tools.

SUBJECT: Quarters Cleaning Standards

MISCELLANEOUS

Remove all personally installed hooks, cup holders and stickers throughout quarters.

Remove all personally installed hooks, cup holders and stickers throughout quarters.

Remove all trash and personal items before final inspection.

Remove all trash and personal items before final inspection.

Remove name sign and place inside by front door.

Remove name sign and place inside by front door.

Have all keys and garage door openers listed on the Hand Receipt on-hand to turn over to the inspector at time of inspection.

Brass push plates, kick plates & door knobs should be polished with a damp cloth & metal polish until tarnish is removed. Polish with clean, dry cloth.

Appendix I

Belvoir Eagle Article on Renters' Insurance

November 18, 1999

To buy or not to buy insurance: Soldiers gamble with their future

By Steven Chucala
Special to the Belvoir Eagle

Attorneys often hear their clients remarking "I wish I had insurance," especially after advising the client of their financial losses and liabilities after a fire, accident or other incident.

Whether or not a person needs insurance is normally governed by a few conditions: It's required by law; It's required by a lending institution to secure a loan; or, An individual decides he or she decides a potential economic loss could not be overcome.

Most people do not wish to think about possible losses and simply ignore genuine risks of every day life. Aside from having a very low-priority consideration, insurance covers cost money, and no one wishes to spend their funds without an immediate tangible return. Some view insurance as a gamble and decide to simply risk the odds against a loss.

The most likely insurance coverage we consider deals with automobile coverage and regular life insurance that includes the military Servicemember's Group Life Insurance. In auto insurance there are two areas to deal with: damages to others and damages to our own vehicles. Most states mandate minimum dollar amounts that the vehicle owner must have in liability insurance to protect against injury to persons or property of others. Insurance coverage also is purchased to cover the costs of repair or total loss of one's own vehicle. A variety of provisions exist in auto policies that cover additional losses due to medical, uninsured motorists and other special concerns.

Life insurance often is purchased to provide for loved ones in the event of death. Again, a large variety of coverage is available with varying premiums depending on the type of life insurance, the dollar coverage, conditions of employment, age, medical condition, etc. Again, the determining factor is whether there

is a need to provide for someone in the event of the insured's death. This decision is normally easy to reach and is based upon each individual's personal situation. In some instances, life insurance is related to a mortgage on a home that provides for the full

payment of the debt should the insured die before final payment.

Another overlooked risk of daily life is homeowner's or renter's insurance.

When a mortgage is involved, the financing company normally demands that homeowner insurance be established and maintained throughout the period of the mortgage. That insurance covers both damages to the structure and damages to the structure and damages to others while on the premises. Personal property coverage is optional.

The most overlooked insurance is renter's insurance. That is coverage for persons renting or occupying a home they do not own. Often tenants assume that the landlord will somehow protect them from losses due to fire, flood, storms, accidents and the like. Unfortunately, few landlords pay premiums to protect the property of tenants unless the landlord's negligence caused the loss.

Military personnel are at the top of the list of individuals who believe that the government will cover their losses under all circumstances, especially members living in government quarters on a military installation. It is difficult to view oneself as a tenant living in government quarters when no rent is paid, utilities are free and repairs are a government expense.

Unfortunately, losses in government quarters are not always covered by the government. Claims against the government may be filed in cases in which the loss was due to a fault or neglect on the part of the government pursuant to Chapter 11, Army Regulation 27-20. Although the military is quite generous in its coverage

under numerous situations, soldiers are urged to read AR 27-20, Paragraph 11-6g which provides that property lost or damaged as a result of either the soldier's negligence, their spouses or family members or their agents is not eligible for compensation.

Accidents do happen and although they may not be a crime or punishable, most accidental fires and resulting damages in quarters are due to some sort of negligence that may deny the soldier recovery for damages to household property. It is recommended that serious consideration be provided to determining whether tenants and homeowners should purchase insurance for their household goods. The key issue is whether a soldier can tolerate the loss of property and financially replace lost, stolen, damaged or destroyed property.

If in doubt, do not gamble with the welfare of your family. Buy insurance from a reputable firm to cover a military member's property under the various circumstances and locations we serve in.

Editor's note: Chucala is the chief of Fort Belvoir Staff Judge Advocate's Client Services Division.